

DRAFT JLMC Minutes – Monday, March 14, 2016
Bartley House, 3 North Lowell Rd, Windham NH

Pat Robertson called the meeting to order at 9:15 am.

Members Present: Cheryl Haas (Non-Union); Dave Poulson (Management); Pat Robertson (Fire Union); Chris Van Hirtum (Police Union.)

Members Excused: Bill Martineau (Management); Charlotte Misuraca (Municipal Union); Nicole Bottai (Management.)

Minutes: The January minutes were tabled until the next meeting.

Old Business:

EAP - Town Hall: Pat Robertson reported that the Town Hall EAP was sent to Nicole Bottai. Once she updates it, she will send it back to Pat.

Trainings: Bill Martineau will set up a fire extinguisher training for employees once the weather gets warmer this spring/early summer.

Duct Cleaning for Fire Department: Pat Robertson will follow up with Bill Martineau to see the status of the quotes for this project.

Panic Buttons/Drills: There was a brief discussion on the panic buttons. The Bartley House, Town Hall, and Community Development Department buttons were tested and all work. During the yearly inspection that is completed by Bill Martineau, Mike McGuire, and Jack McCartney, the location of the buttons will be looked at. Chris Van Hirtum is going to look into doing planned drills with the Town Hall and Community Development Department on what to do in an emergency.

New Business:

Incident/Accident Reports: The Committee went through incident/accident reports. Chris Van Hirtum is going to do some research on liability, procedures, and policies and report back to the Committee.

Building Inspections: The Committee recommended that Chris Van Hirtum be involved in the building inspections with Bill Martineau, Mike McGuire, and Jack McCartney this year. Hopefully they can begin the process before the next JLMC meeting.

Ventilation for fire arms cleaning room: Chris Van Hirtum asked about a possible ventilation system in the Police Department for their fire arms cleaning room due to the oils and fumes. The Committee suggested for the Police Department to research the options, pass it along to the Police Chief, and then report back to JLMC.

The next meeting is scheduled for Monday, June 6, 2016 at 9 am at the Bartley House.

The meeting adjourned at 10:25 am.

Respectfully Submitted:

Cheryl Haas
Recreation Coordinator